

**NAVAJO COUNTY, ARIZONA  
PUBLIC WORKS DEPARTMENT**

**PLANNING & ZONING**

**P.O. Box 668 Holbrook, AZ 86025 (928) 524-4100**

**SPECIAL USE PERMIT  
APPLICATION**

**(Revised 11-08)**

## **SPECIAL USE PERMIT APPLICATION INSTRUCTIONS**

In applying for a **SPECIAL USE PERMIT**, the following is required of all the applicants:

1. All information requested on the Special Use Permit application shall be complete and ownership legally notarized where indicated, attach a copy of the recorded deed or sales contract.
2. Five copies of the site plan, drawn to scale, and a recorded legal description of the property, if not in a recorded subdivision. (See attached sample site plan and requirements). 10 copies of the final site plan may be required prior to the Commission meeting showing any changes required as a result of staff review.
3. A letter of intent expressing your reasons for the proposed Special Use Permit and how it will be beneficial to the area, including an explanation of your plans and purpose describing the use and a schedule for it's development.
4. Notification letters will be sent to all property owners within three hundred feet (300') of the subject property by mail and the applicant by certified mail.
5. A filing fee of **\$400.00 (non-refundable)**.
6. If applicable, notification to and submittal of a permit or notice by the Navajo County Health Department as to allowance of intent.
7. If applicable, notification to and submittal of a letter of serviceability from all necessary utilities, (water, electric, sanitation, etc.)
8. All information concerning Special Use Permit must be submitted to this Department at least six weeks before the Planning & Zoning Commission meeting, which is held on every third Thursday of the month, to allow for Staff review, legal notification and posting. Scheduling for public hearings before the Navajo County Planning & Zoning Commission and the Board of Supervisors will be based on all information and documents being in place in our files.

<b>Incomplete Application Will Delay The Process, So Please Follow The Instructions Carefully.</b>
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# **SPECIAL USE**

## **SITE PLAN INSTRUCTIONS**

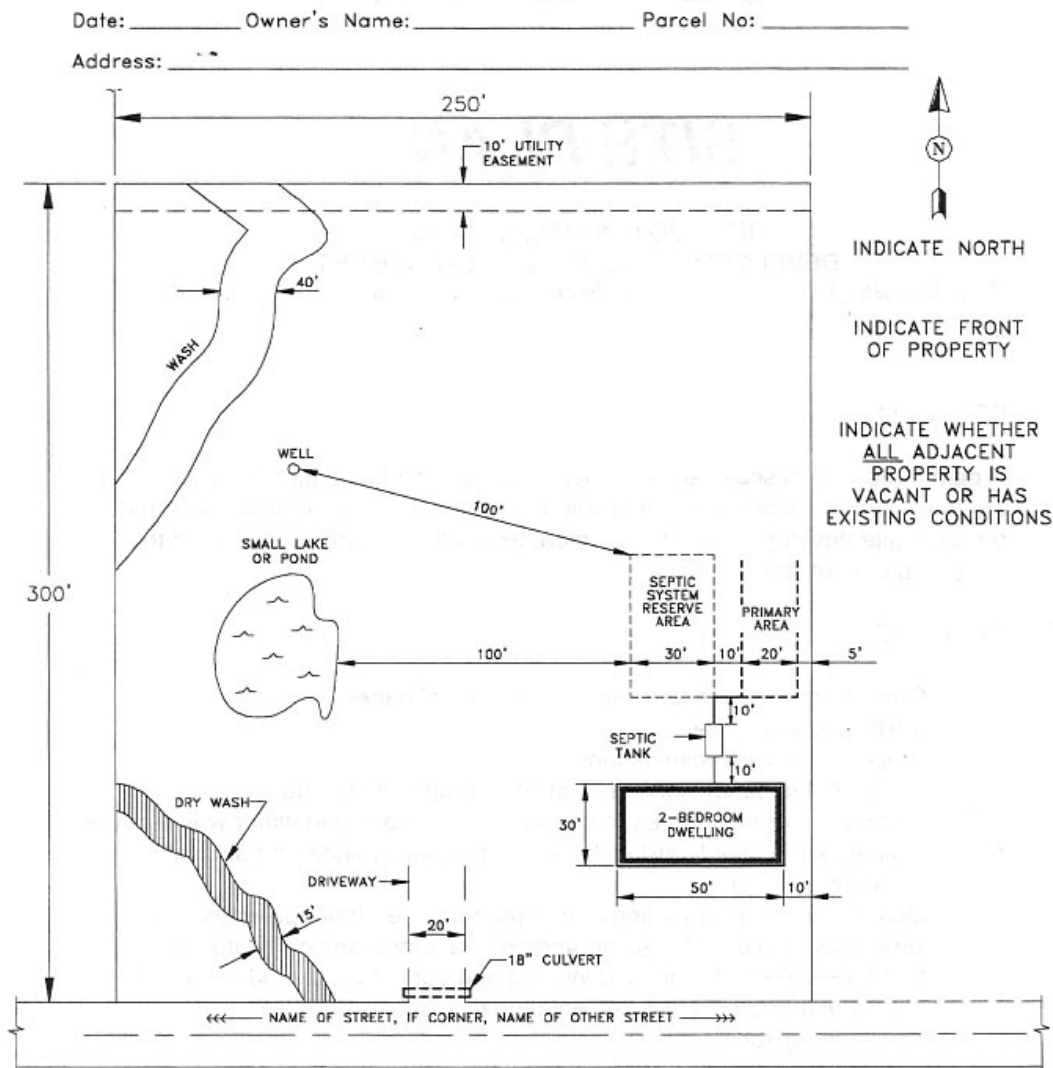
### **1) DEFINITION:**

A plan, prepared to scale, showing accurately and with complete dimensioning, the boundaries of a site and the location of all buildings, structures, uses and principal site development features impacted by the request for the specific parcel of land.

### **2) CHECKLIST:**

1. Five copies of the site plan drawn to scale on 8-1/2" x 11" paper.
2. North arrow and scale.
3. Property lines with dimensions.
4. Location and dimensions of existing or proposed structures.
5. Distances from structures to property lines, septic and water well facilities.
6. Indicate all required yard setbacks from property lines and distances between buildings.
7. Show existing and proposed ingress and egress of the subject property.
8. The rural address for the subject parcel.
9. The existing zoning.
10. Owner's signature and date.
11. The Assessor's parcel number for the subject parcel.

## EXAMPLE SITE PLAN



### SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION:

1. The location and dimensions of all proposed improvements.
2. The location and dimensions of all cultural features on or adjacent to the property. This includes all property lines and their measurements, streets, buildings, water wells, septic systems, easements, right-of-ways, driveways, underground and overhead utilities, fences, and drainage, irrigation, and water storage structures.
3. The location and approximate dimensions of all watercourses and water bodies on the property or within 500 feet of the proposed improvements. This includes rivers, streams, creeks, washes, arroyos, lakes, ponds, etc...

# NAVAJO COUNTY PUBLIC WORKS DEPARTMENT

## PLANNING & ZONING

Post Office Box 668 - 100 East Carter Drive  
Holbrook, Arizona 86025  
(928) 524-4100 FAX (928) 524-4399

# APPLICATION SPECIAL USE PERMIT

### OWNER INFORMATION:

OWNER'S NAME: \_\_\_\_\_

AGENT/POINT OF CONTACT: \_\_\_\_\_

CONTACT PHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

### SUBJECT PARCEL INFORMATION:

LEGAL DESCRIPTION: T \_\_\_\_\_ N – R \_\_\_\_\_ E, SECTION \_\_\_\_\_, ASSESSOR PARCEL NO.: \_\_\_\_\_

SUBDIVISION NAME: \_\_\_\_\_ LOT: \_\_\_\_\_

RURAL ADDRESS: \_\_\_\_\_ AREA: \_\_\_\_\_

PARCEL SIZE: \_\_\_\_\_ DATE OF OWNERSHIP: \_\_\_\_\_

PRESENT USE OF PROPERTY: \_\_\_\_\_

GENERAL DIRECTION TO PARCEL: \_\_\_\_\_

### CURRENT ZONING: (Please Check appropriate Zoning Classification)

\_\_\_A-Gen    \_\_\_RU-20    \_\_\_RU-10    \_\_\_RU-5    \_\_\_RU-1    \_\_\_R1-43    \_\_\_R1-10  
\_\_\_R-2    \_\_\_R-3    \_\_\_C-R    \_\_\_I-1    \_\_\_I-2    \_\_\_Special Development

### OWNER'S AFFIDAVIT:

I, (print name) \_\_\_\_\_, being duly sworn, depose and say that I am an owner of the property involved in this application and that the information herewith submitted is true and correct to the best of my knowledge.

\_\_\_\_\_  
Owner's Signature

STATE OF ARIZONA )  
                                  ) SS  
COUNTY OF \_\_\_\_\_)

Sworn and subscribed before me on this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires